

Community Planning and Development Training

Welcome to the U.S. Department of Housing and Urban Development's Community Planning and Development Training. Over the next few months, HUD will offer the following seminars throughout the country to share information with officials of state and local governments administering HOME Programs, nonprofit housing organization staff, HUD staff, and other community development professionals as they work together to improve and renew America's communities. Training courses are provided at no charge to participants. For a complete course schedule and online registration go to www.cpdtraininginstitute.com or www.hud.gov/offices/cpd/affordablehousing/training/index.cfm.

Course Descriptions

Effective Written Agreements

This seminar highlights the types of written agreements that are required for various partners. It also describes other clauses that PJs may wish to add to an effective written agreement. Finally, the seminar discusses how PJs can enforce the agreement clauses. This is an in-depth seminar on the written agreement requirements. The course is targeted at a beginner audience. PJ staff are eligible to attend.

Expert HOME and CDBG: Working Together to Create Affordable Housing

The HOME and CDBG Programs can effectively be used together by PJs and grantees to create affordable housing. This advanced seminar will focus on how PJs and grantees can strategically use and combine these two funding sources to make the best use of each source. This case-based seminar focuses on effective projects and programs using HOME and CDBG. Regulatory topics are discussed, but this is not a basic regulatory class for beginners. Attendees must either: (1) have at least 5 years experience in HOME or CDBG; (2) have passed the HOME Certified Specialist-Regulations exam; or (3) get Field Office approval to attend. This class is not appropriate for new staff.

HOME Certified Specialist—Administering HOME

This new class is a continuation of HUD's certified specialist training series. This class focuses on PJ staff that are experts in managing and overseeing the implementation of HOME Programs. It highlights topics such as written agreements, eligible administrative costs, OMB circulars, program income, operating policies and procedures, approaches to monitoring CHDOs, subrecipients and developers, recordkeeping and reporting, IDIS, and the CPD Performance Measurement framework. At the end of the class, participants will take an exam on applicable topics and attendees who pass the exam will be awarded a certificate by HUD. This is an advanced class and it assumes that attendees already have an in-depth knowledge of the HOME regulations. Participants will only be allowed to register if they have already passed the *HOME Certified Specialist—Regulations* exam or have at least five years of experience in directly operating or managing HOME programs. *This course is not open to for-profit entities and nonprofits are only permitted to register if the class does not fill with PJ and HUD staff.*

HOME Certified Specialist—Regulations

The *HOME Certified Specialist—Regulations* class provides an in-depth overview of the HOME Investment Partnership (HOME) Program. The class provides a summary of all program activities, including homeowner and homebuyer, rental housing, tenant-based rental assistance, and CHDO activities. This course is a comprehensive summary of the HOME Program and it is taught at a rapid pace, with the assumption that all attendees already have a strong foundation in the HOME Program. At the conclusion of the class, participants take an exam. If they pass the exam, they are designated as a Certified Specialist by HUD. This is an advanced course. PJ staff will only be allowed to register if they have at least a year of direct HOME experience. *This course is not open to for-profit entities other than HOME-funded TA providers and nonprofits are only permitted to register if the class does not fill with PJ and HUD staff.*

Monitoring HOME: Ensuring Program Compliance

When asked about their biggest concerns regarding their HOME Program, many PJ staff would answer: fully documenting my files and demonstrating compliance with the wide range of program rules. The penalties for lack of compliance or a lack of records demonstrating compliance can be significant. *Monitoring HOME* provides guidance on how to monitor and keep records for all HOME eligible activities: homebuyer, rental housing, homeowner rehabilitation, and tenant based rental assistance (TBRA). This course provides techniques for setting up recordkeeping, monitoring and how to create a monitoring plan. It explores monitoring subrecipients, community housing development organizations (CHDOs), and consortia. This is an intermediate course. This course provides an abbreviated summary of key HOME regulations by activity area and participants need to have passed the *HOME Certified Specialist Program—Regulations* exam, taken *Building HOME* or have at least one year of experience in working with the HOME Program to attend this session. This course is appropriate for any PJ staff responsible for ensuring and documenting program compliance.

ENCLOSURE
4400

Registration Form

Participants must register by FAX, mail, or online. Please reproduce this form, complete one for each individual who wishes to attend.

SORRY, ABSOLUTELY NO TELEPHONE REGISTRATIONS CAN BE ACCEPTED!

MAIL TO:

CPD Trainings
8280 Greensboro Drive
Suite 300
McLean, VA 22102

FOR INFORMATION CALL:

CPD Trainings Information Line
(703) 902-1264 or
TDY/TDD (703) 556-4831

ONLINE:

Website:
www.cpdtraininginstitute.com
E-mail:
cpdtrainings@circlesolutions.com

FAX TO:

CPD Trainings Registrar
(703) 821-3247

Check the session(s) you wish to attend:

Effective Written Agreements:

- ☐ June 17, Honolulu, HI
- ☐ August 11, Portland, OR

Expert HOME and CDBG:

- ☐ June 19-20, Seattle, WA

HOME Certified Specialist— Administering HOME:

- ☐ August 5-7, Jacksonville, FL
- ☐ September 9-11, Boston, MA

- ☐ September 15-17, San Antonio, TX

- ☐ October 7-9, San Francisco, CA

- ☐ December 2-4, Columbus, OH

- ☐ December 2-4, Los Angeles, CA

- ☐ December 16-18, Chicago, IL

HOME Certified Specialist— Regulations:

- ☐ July 29-31, Baltimore, MD

- ☐ August 5-7, Buffalo, NY

- ☐ October 21-23, Atlanta, GA

Monitoring HOME:

- ☐ June 17-19, Minneapolis, MN

- ☐ June 25-27, Jackson, MS

- ☐ August 5-7, Atlanta, GA

Resale/Recapture:

- ☐ June 18, Honolulu, HI

- ☐ August 19, Milwaukee, WI

Online
registration
available at

www.cpdtraininginstitute.com

Mr./Ms. _____
First Name Middle Initial Last Name

Title _____

Organization (if applicable) _____ Department _____

Address _____

Phone Number _____ Fax Number _____

Email Address _____

Which of the following best describes your organization?

- ☐ Other Public Agency
- ☐ HUD Field Office or Headquarters
- ☐ State PJ
- ☐ HUD-Funded TA Provider
- ☐ Other _____
- ☐ County PJ
- ☐ City PJ
- ☐ Consortia PJ
- ☐ CHDO or Other Nonprofit with HOME Funding

Which of the following HUD programs does your organization use?

- ☐ HOME
- ☐ State/Small Cities CDBG
- ☐ HOPWA
- ☐ ADDI
- ☐ Entitlement Program CDBG
- ☐ Homeless Programs
- ☐ Section 108 Loan Guarantee
- ☐ HOPE VI
- ☐ Public Housing Programs

How many years of HOME Program experience do you have? ☐ less than 1 year ☐ 1-2 years ☐ 3-4 years ☐ 5 or more years

Of these years of HOME experience, how many years of experience do you have with operating or managing HOME-funded agencies, departments or programs? ☐ less than 1 year ☐ 1-2 years ☐ 3-4 years ☐ 5 or more years

Are you currently a certified HOME Program Specialist—Regulations? ☐ Yes ☐ No

Which of the following activities do you manage/administer?

- ☐ Homeowner Rehab
- ☐ Tenant Based Rental Assistance
- ☐ Other: _____
- ☐ Homebuyer Programs
- ☐ Rental Development

(eg. Con Plan, IDIS reporting, Monitoring activities etc)

DUPLICATE
440